

DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY, PACIFIC  
Fort Shatter. Hawaii 968585100

USARPAC Regulation  
No. 5-1

8 June 2001

Management  
DEFENSE REGIONAL INTERSERVICE SUPPORT

This revision updates ISA responsibilities, policies, and procedures; adds an ISA management control checklist; and adds a sample format for an **MOA/MOU**. Issue of supplements to this regulation is prohibited unless prior approval is obtained from HQ USARPAC (APLG-PM).

1. **PURPOSE.** This regulation establishes USARPAC policies, responsibilities, and procedures for the Defense Regional Interservice Support (DRIS) Program.

2. **APPLICABILITY.** This regulation applies to HQ USARPAC and USARPAC subordinate commands.

3. **REFERENCES.**

a. Required publications.

(1) DOD Instruction 4000.19 (Interservice and Intragovernmental Support).

(2) DFAS-IN Reg 37-I (Finance and Accounting Policy Implementation).

(3) AR 5-9 (Intraservice Support Installation Area Coordination) with USARPAC Supplement 1.

(4) AR 5-20 (Commercial Activities Program).

(5) AR 25-50 (Preparing and Managing Correspondence).

(6) Army Handbook (Support Agreement Management)  
(<http://www.hqda.army.mil/acsimweb/ops/sams.shtml>).

(7) USCINCPACINST 4000.2N (USPACOM Defense Regional Interservice Support (DRIS) Program).

b. Referenced forms.

(1) DD Form 448 (Military Interdepartmental Purchase Request).

(2) DD Form 1144 (Support Agreement).

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\*This regulation supersedes USARPAC Reg 5-1, 17 August 1998.

## USARPAC Reg 5-I

4. EXPLANATION OF ACRONYMS AND TERMS. Acronyms and special terms used in this regulation are explained in the glossary.

### 5. RESPONSIBILITIES.

a. HQ USARPAC G4/DCSLOG. Establish command policies and maintain command supervision over the DRIS Program in USARPAC.

b. HQ USARPAC DCSRM. Provide or clarify funding, reimbursement, and costing policies and guidance.

c. HQ USARPAC staff activities. Actively encourage and support the DRIS Program in USARPAC.

d. Commanders of USARPAC subordinate commands:

(1) Seek increased economies, quality, and effectiveness by actively participating in local Joint Interservice Regional Support Group (JIRSG) initiatives and by cooperating with other Army activities, DOD components, and Federal agencies.

(2) Strive to expand the use of intraservice, interservice, interdepartmental, and interagency support to increase effectiveness of operations and reduce defense resource requirements without impairing mission capability.

6. POLICIES AND PROCEDURES. The DRIS objective is achieved through the use of JIRSGs and agreements, both Inter/Intraservice Support Agreements (ISAs) and Memorandums of Agreement (MOAs)/Memorandums of Understanding (MOUs). USARPAC policies, responsibilities, and procedures are as follows:

a. Inter/Intraservice Support Agreements (DD Forms 1144). See appendix A.

b. Memorandums of Agreement/Understanding. See appendix B.

c. Joint Interservice Regional Support Groups. See appendix C.

d. Reimbursements.

(1) Interservice, interdepartmental, and interagency reimbursement policies are published in DOD Instruction 4000.19.

(2) Intra-Army reimbursement policies are published in separate Assistant Secretary of the Army for Financial Management and Comptroller (ASA(FM&C)) memorandum(s) and/or message(s).

(APLG-PM)

FOR THE COMMANDER:

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Appendix A. ISAs  
B. MOAs/MOUs  
C. JIRSGs

Glossary  
Section I. Acronyms  
Section II. Terms

DISTRIBUTION:

A (1 ea)

Plus 25th ID(L), & USARHAW

2 - 25ID(L)  
1 - 45th Corps Support Group (Forward)  
10 - USAG-HI (APVG-GRM)  
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5 - USARAK (APVR-IM-AAS-R)  
5 - USARJ (APAJ-IM-AM)  
1 - 9th TSC  
1 - 9th RSC  
1 - 196th Inf Bde  
10 - APLG-PM  
10 - APIM-PER  
20 - Forms & Pubs Br

Copy Posted At: <http://dcsim.usarpac.army.mil/s1/Forms.htm>

## INTER/INTRASERVICE SUPPORT AGREEMENTS

1. PURPOSE. This appendix establishes policies, responsibilities, and procedures for ISAs.

2. SCOPE. ISAs as used herein refer to agreements documented on DD Forms 1144.

3. OBJECTIVE. To achieve savings and/or cost avoidance without jeopardizing missions by eliminating unnecessary duplications through cooperation with other Army activities, DOD components, and Federal agencies. Use ISAs for recurring base support services when it is determined that the ISA option is more cost effective than contract or in-house performance.

### 4. RESPONSIBILITIES.

#### a. HQ USARPAC G4/DCSLOG.

(1) Establish policies and procedures to manage and administer ISAs.

(2) Maintain repository of USARPAC ISAs.

#### b. HQ USARPAC staff activities. Provide guidance in functional area of expertise.

c. 25th Infantry Division (Light) and U.S. Army, Hawaii (25th ID(L) & USARHAW), U.S. Army Alaska (USARAK), U.S. Army Japan (USARJ) (10th and 17th Area Support Groups (ASGs)), 9th Regional Support Command (9th RSC), and 196th Infantry Brigade (196th Inf Bde).

(1) Designate Support Agreements Managers (SAMs), functional managers, and resource management budget personnel responsible for management and administration of ISAs. Ensure these individuals are aware of and perform their responsibilities enumerated herein.

(2) Negotiate, approve, and sign ISAs for respective commands and within respective geographical areas of responsibility as defined by USARPAC Supplement 1 to AR 5-9.

#### (3) Resource Management (RM) budget personnel.

(a) Provide funding, costing, and reimbursement guidance and assistance to functional managers; e.g., assist in developing reimbursable rates and projected reimbursements.

(b) Ensure that support categories and funding annexes in ISAs are correctly labeled as reimbursable or non-reimbursable.

(c) Bill and ensure collection for reimbursable support based on input from functional managers.

(d) Track reimbursements earned and support costs paid for each ISA. Take appropriate action for significant deviations from estimated reimbursements or support costs.

(e) Issue **MIPRs** or other funding documents only after need for ISA support services have been validated by the functional manager(s).

(f) Provide timely support to **SAMs** and functional managers.

(g) Complete the applicable part of the management control checklist at enclosure 1 to appendix A.

(4) Functional Managers (Directors who provide or receive support; e.g., Director for Public Works and Director for Logistics).

(a) **Review** support requests and ascertain impact of providing support.

(b) Provide base support within **AOR** and capability to receivers in accordance with **ISAs**. Ensure support provisions are current and comply with applicable laws and directives.

(c) Review/revise annual estimates of reimbursable support costs and provide data to **SAMs** and RM budget personnel.

(d) Annually develop billing rates for reimbursable support services.

(e) Ensure all reimbursable support are identified and reported to RM budget personnel for billing and collection.

(f) Annually validate need for support via ISA where USARPAC is the receiver of recurring reimbursable support services. Validations should minimally consider whether recurring services are still required, quantities and frequencies are necessary, and whether other sources of support such as contract or in-house capabilities would be more appropriate and cost effective. Provide validations to the **SAM** and **RM** budget personnel.

(g) Provide timely input and support to **SAMs** and RM budget personnel.

(h) Notify the **SAM** and receiver(s) of any change to support at least **180 days** in advance of effective date.

(i) Designate ISA points of contact (**POCs**) who are responsible, responsive, and knowledgeable about their respective support categories, to include working knowledge of costing, manpower, and workload.

(j) Complete the applicable part of the management control checklist at enclosure 1 to appendix A.

(5) Support Agreements Managers.

(a) Administer and manage the ISA program.

(b) Determine the appropriate type of agreement to use (MOA, MOU or ISA). Use discretion in determining what is "recurring" support with respect to use of **ISAs** versus **MOAs/MOUs**. The glossary contains a description of what constitutes recurring support.

(c) Prepare, coordinate, finalize, and distribute **ISAs**. Negotiate **ISAs** in coordination with suppliers/receivers and with input from functional managers and RM budget personnel.

(d) Maintain a current list of functional manager **POCs** to facilitate and expedite ISA coordination. Share the list with RM budget personnel.

(e) Prepare an annual ISA review schedule. Prepare, renew, and revise **ISAs** as scheduled, subject to changes in priorities and workload.

(f) Perform complete reviews of supplier **ISAs** every 3 years.

(g) In coordination with functional managers and RM budget personnel, timely notify receivers of projected reimbursement changes.

(h) Maintain a central file of **ISAs**. Submit information and reports to HQ USARPAC (APLG-PM).

(i) Complete the applicable part of the management control checklist at enclosure 1 to appendix A.

## 5. POLICIES AND PROCEDURES.

a. Policies and procedures in **DODI 4000.19**, **USCINCPACINST 4000.2N**, and this regulation apply. The Army Handbook - Support Agreement Management provides best practices and guidance and may be followed when not in conflict with directives, to include this regulation.

b. Cost comparison studies per AR 5-20, paragraph 4-4.

(1) **Non-DOD Federal ISAs**. Justify new or expanded **ISAs** with non-DOD federal agencies/activities by a cost comparison study. A cost comparison study is also required, if a renewed ISA would result in a change to or from contract performance.

(2) **DOD ISAs**. Justify **ISAs** with other Army, Navy, Air Force or DOD activities/agencies by cost comparison studies if there is a change to or from contract performance or if providing aviation services,

(3) The cost comparison study is the responsibility of the requesting agency/activity, not the support provider.

c. **ISAs** are not used with non-federal agencies and activities. Use the format at appendix B for **MOA/MOU**.

d. An ISA is not required between USARPAC subordinate commands, activities or units; e.g., USARAK and 196th Inf Bde.

e. ISA preparing authorities will maintain a data base and repository of **ISAs** as prescribed by HQ USARPAC. Update the data base semiannually and provide to HQ USARPAC (APLG-PM) by 30 April and 31 October.

f. Document recurring base support in an ISA, not in an **MOA/MOU**. Exception: Completely non-reimbursable intra-Army or interservice support may be documented in an **MOA/MOU**. However, if any recurring support to a receiver is reimbursable, the ISA format will be used, and it will document both reimbursable as well as non-reimbursable categories of support.

g. Consolidate **ISAs** between the same supplier and receiver wherever practicable.

h. Make complete reviews of each supplier ISA every 3 years to ensure appropriateness and currency of support provisions and reimbursements to avoid adverse resource impacts; e.g., loss of reimbursements because billing rates were not kept current. Reimbursements are recosted annually during the budget process; provide estimates to appropriate receivers as soon as practicable. Non-reimbursable support need not be costed.

i. Prepare a reimbursement/funding annex and attach to **ISAs** to document reimbursement methodologies and computations.

j. **ISAs** will be executed and approved at the lowest practical command level. If a disagreement between supplier and receiver cannot be resolved at the local level, complete the ISA but exclude the area of disagreement. Report the disagreement to HQ USARPAC (APLG-PM) for resolution.

k. The Army Handbook - Support Agreement Management contains block-by-block ISA preparation guidance, which may be used subject to the following:

(1) Block 1, Agreement Number. Construct the number using the supplier's DOD Activity Address Code (DODAAC), effective date (optional), and a serial number assigned by the SAM. The effective date can either be the two-digit calendar year or the two-digit calendar year plus the three-digit Julian date.

(2) Block 4, Expiration Date. Normally, "Indefinite" is inserted in this block because of the recurring nature of support services. In cases where a specific expiration date is used, the ISA does not automatically expire on that date. To officially terminate an ISA, blocks 10a through 10d must be completed.

(3) Block 7a, Support. List only categories of support requested by the receiver in this block or in the Specific Provisions attachment. Show both DODI 4000.19 and corresponding Service Based Costing support categories and codes; e.g., Social Actions/Substance Abuse (A09). Refer to the suggested category crosswalk at enclosure 2 to appendix A.

(4) Block 11, General Provisions. Include the following information as a minimum (use continuation sheet if necessary):

(a) Purpose of the ISA.

(b) Applicable references; e.g., **MOA/MOU**.

(c) Number of military and civilian/contractor personnel supported.

(d) List of facilities occupied by the receiver to include building numbers, square footage, category codes, and real estate permit number.

(e) If applicable, background/historical information on mission and resource transfers between the supplier and receiver that resulted in the ISA.

(f) Reason for a specific expiration date, if applicable.

I. Where USARPAC is the receiver of recurring reimbursable support services, validate the receiver **ISAs** annually to ensure that only minimal essential services are required before issuance of funding documents such as **MIPRs**. Validations should consider whether recurring services are still required, quantities and frequencies are necessary, and whether other sources of support such as an ISA with another Federal activity, contract or in-house capabilities would be more appropriate and cost effective. Maintain copies of validations in the ISA files.

m. Prior to each fiscal year-end, compare reimbursements received and support costs paid to estimates in each ISA. Investigate significant deviations and take appropriate action, if necessary.

n. Scrutinize **ISAs** continuously to maximize savings and/or cost avoidance. To facilitate this scrutiny, include the management control checklist at enclosure 1 to appendix A in commands' Management Control Plans. Have the checklist completed by **SAMs**, functional managers, and RM budget personnel at least once every 5 years. Additionally, **SAMs** will prepare and timely execute annual ISA review schedules, subject to changes in priorities and workload.



## MANAGEMENT CONTROL EVALUATION CHECKLIST

FUNCTION: ISA Support Costs and Reimbursements

PURPOSE: To assist support agreement managers, functional managers, and resource management budget personnel in evaluating their key management controls. This checklist is not intended to cover all controls.

INSTRUCTIONS: Answers must be based on the actual testing of management controls (e.g., document analysis, direct observation, interviews, sampling, etc.). Answers that indicate management control problems must be explained and corrective action indicated in supporting documentation. These management controls must be evaluated at least once during the five-year evaluation cycle.

### TEST QUESTIONS FOR SAMs:

1. Have support agreement managers, functional managers/points of contact (e.g., DPW, DOL, etc.), and resource management budget personnel been designated for management and administration of ISAs?
2. Have these designated individuals been made aware of their responsibilities for management and administration of ISAs?
3. Do directorate functional managers/points of contact and resource management budget personnel provide timely responses/input to facilitate completion of ISAs?

### TEST QUESTIONS FOR FUNCTIONAL MANAGERS

1. Are reimbursable rates updated annually and computed correctly (includes all allowable costs)?
2. For Receiver ISAs (USARPAC is the customer), is the need for support services annually validated (e.g., support needed, ISA best source of support, and minimum essential quantities and frequencies)?
3. Are applicable support category descriptions current, complete, and accurate?

### TEST QUESTIONS FOR RESOURCE MANAGEMENT BUDGET PERSONNEL:

1. Are ISA support categories and/or funding annexes correctly labeled as reimbursable or non-reimbursable per current reimbursement policies?
2. For Receiver ISAs (USARPAC is the customer), are MIPRs issued only after receiving the validations for support services from functional managers/points of contact?
3. Are reimbursements received and support costs paid tracked (estimates versus actuals) for each ISA? Are significant deviations from estimates investigated and appropriate corrective actions taken?

Enclosure 1 to Appendix A

**CROSSWALK**  
**DODI 4000.19 and SBC Support Categories**

<b><u>DODI Category Title</u></b>	<b><u>Code</u></b>	<b><u>SBC Category Title</u></b>
Administrative Services	A17	Admin Svcs (Doc Mgmt)
ADP & Automation Services	AI 8	Information Systems Security
ADP & Automation Services	AI 9	Automation
ADP & Automation Services	A20	Information Technology Planning
Audio & Visual Information Services	AI 6	Visual Information Systems
Chapel & Chaplain Services	(A82	/Religious
Chapel & Chaplain Services	A83	[(Chaplain) Special Staff Work
Civilian Pers Services	A01	Civilian Pers Services
Civilian Pers Services	A92	EEO
Clubs	AI 3	MWR-Business Opns
Command Support	A87	Command Inspections
Command Support	A88	Command Investigations
Command Support	A89	Complaint/Assistance Svcs
Command Support	A90	Protocol Svcs
Command Support	A91	Instl Mgmt
Command Support	A94	Internal Review
Common Use Fac Const, Ops, M&R	A40	Maint-Improved Grounds
Common Use Fac Const, Ops, M&R	A41	Maint-Unimproved Grounds
Common Use Fac Const, Ops, M&R	A43	Maint-Surfaced -Area
Common Use Fac Const, Ops, M&R	A 4 9	Maint-Railroad
Common Use Fac Const, Ops, M&R	A61	Snow:& Sand Removal
Communications Services	A15	Communication Sys & Sys Spt
Community Relations	A84	Community Relations
Community Services	A10	Army Community Services
Community Services	A11	Child & Youth
Community Services	A12	Fitness & Recreation
Custodial Services	A57	Custodial Services
Disaster Preparedness	B01	
Duplication Services	A17	Admin Svcs (Doc Mgmt)
Education Services	A14	Continuing Educ Svcs
Entomology Services	A58	Indoor Pest Control
Entomology Services	A59	Outdoor Pest Control
Environmental Cleanup	A65	Restoration Pgms
Environmental Compliance	A64	Conservation Pgms
Environmental Compliance	A66	Compliance Pgms

Environmental Compliance	A67	Pollution Prevention Pgms
Equip Maint, Repair & Calibration	A27	Materiel Spt Maintenance
Explosive Ordnance Spt	B02	
Facility Const & Major Repair	A53	Facilities Engineering Services Mgmt
Facility Const & Major Repair	A54	Master Planning
Facility Const & Major Repair	A55	Real Estate/Real Property Administration
Facility Const & Major Repair	A56	Real Estate Leases
Facility Const & Major Repair	A62	Minor Construction
Facility Const & Major Repair	A63	Real Property Demolition
Facility Maint & Minor Repair	A31	Bldg (Facilities) Maint-Tng & Ops
Facility Maint & Minor Repair	A32	Bldg (Facilities) Maint- Maint&Production
Facility Maint & Minor Repair	A33	Bldg (Facilities) Maint-RDT&E
Facility Maint & Minor Repair	A34	Bldg (Facilities) Maint-Supply
Facility Maint & Minor Repair	A35	Bldg (Facilities) Maint-Administration
Facility Maint & Minor Repair	A36	Bldg (Facilities) Maint-AFH
Facility Maint & Minor Repair	A37	Bldg (Facilities) Maint-UPH
Facility Maint & Minor Repair	A38	Bldg (Facilities) Maint-Community
Facility Maint & Minor Repair	A39	Bldg (Facilities) Maint- Medical/Hospital
Facility Maint & Minor Repair	A42	Bldg (Facilities) Maint-Other
Finance & Acct (DFAS)		
Fire Protection	A68	Fire & Emergency Response Svcs
Food Service	A29	Food Services/TISA
Health Services		
Housing & Lodging Services	A50	Family Housing Mgmt
Housing & Lodging Services	A51	Transient Housing Mgmt
Housing & Lodging Services	A52	UPH Mgmt
Laundry & Dry Cleaning	A30	Ldry & Dry Cleaning Services
Legal Services	A79	Admin & Civil Law
Legal Services	A80	Criminal Law & Discipline
Legal Services	A81	Client Svcs
Mail Postage Service	A17	Admin Svcs (Doc Mgmt)
Mail Service	A17	Admin Svcs (Doc Mgmt)
Mail Transportation Overseas		
Military Pers Spt	A07	Mil Pers Manning
Military Pers Spt	A08	Mil Pers Svcs
Military Pers Spt	A93	EO
Mobilization Spt	B03	
Morale, Welfare & Rec (MWR) Activities	A13	MWR-Business Opns

Mortuary Services	B04	
Museums		
Occupational & Indus Health Svc		
Police Services	A76	Correctional Svcs
Police Services	IA77	Law Enforcement Svcs
Printing Services	IA17	Admin Svcs (Doc Mgmt)
Public Affairs	IA85	News Media Facilitation
Public Affairs	A86	Info Strategies
Purchasing & Contracting Services	A74	Contracting
Purchasing & Contracting Services	A75	Contracting Admin
Refuse Collection & Disposal	A60	Refuse Removal
Resource Management	A69	Program/Budget
Resource Management	A70	Spt Agreement/MOU/MOA Mgmt
Resource Management	A71	Mgmt Accounting
Resource Management	A72	Instl TDA Mamt
Resource Management	A73	Mgmt Analysis
Retired Affairs		
Safety	A95	Instl Safety & Occupational Health
Security Services	A21	Installation Security Prog Mgt Spt
Security Services	A22	Force Protection
Security Services	A78	Physical Security
Shuttle Services	A28	Transportation Services
Social Actions	A09	Substance Abuse
Storage & Warehousing	A 2 6	A s s e t Management
Supply Services	A23	Ammunition Supply
Supply Services	A24	Retail Supply
Supply Services	A25	Central Issue Facility
Technical & Legal Libraries	AI4	Continuing Educ Svcs
Training Service	B05	
Transportation Services	IA28	Transportation Services
Utilities	IA44	Heating/Cooling Services
Utilities	IA45	Water Services
Utilities	A46	Waste Water Services
Utilities	A47	Electrical Services
Utilities	A48	Other Utility Services
Vehicle Spt	A28	Transportation Services
Weather Services		

## MEMORANDUMS OF AGREEMENT/UNDERSTANDING

1. **PURPOSE.** This appendix establishes policies, responsibilities, and procedures regarding the control, preparation, and processing of **MOAs/MOUs**.

2. **SCOPE.** **MOAs/MOUs**, as used herein, include letters of understanding/agreement, statements of understanding/agreement, operating agreements, and similar written agreements. It excludes the following documents:

a. International Agreements (**IA**s). Per **USCINCPACINST 4000.2N**, paragraph 3, **IA**s are not part of the **USPACOM DRIS** Program. Proponent for **IA**s is the **USARPAC SJA**.

b. Real estate agreements/licenses.

c. Materiel Fielding Agreements.

d. Civilian Personnel and Equal Employment Opportunity Servicing Agreements.

e. **MOAs/MOUs** for troop construction projects.

f. Internal **MOAs/MOUs** between or among staff principals/directors/commanders of a single subordinate command; e.g., **MOA/MOU** between Directors of Contracting and Public Works, U.S. Army Garrison, Hawaii (**USAG-HI**) or **MOA/MOU** between 25th Infantry Division (Light) (25th ID(L)) and **USAG-HI**.

g. Funding documents such as Military Interdepartmental Purchase Requests (**MIPRs**)(**DD Form 448**).

### 3. RESPONSIBILITIES.

a. **HQ USARPAC G4/DCSLOG.**

(1) Establish policies and procedures to manage and administer **MOAs/MOUs**.

(2) Maintain repository of **HQ USARPAC MOAs/MOUs**.

(3) Assign identification numbers to **HQ USARPAC MOAs/MOUs**. Annotate serial identification numbers (e.g., **USARPAC-001**, **USARPAC-002**, etc.) in the top right corner of each page of the **MOA/MOU**.

(4) Receive draft **MOAs/MOUs** proposed by subordinate commands and forward to the appropriate staff proponent for preparation and coordination of the final **MOA/MOU**. See paragraphs 3c(2) and 4j(2) below.

(5) Provide a copy of final, signed **MOAs/MOUs** to designated subordinate command repositories, as applicable.

b. **HQ USARPAC staff activities.**

(1) Prepare, coordinate, finalize, and distribute **USARPAC MOAs/MOUs** concerning their areas of responsibility.

(2) Review **MOAs/MOUs** at least triennially and revise as necessary to ensure that provisions are appropriate and current.

(3) Provide one copy of the final, signed **MOA/MOU** to the **G4/DCSLOG** for the repository.

c. **USARPAC subordinate commands.**

(1) Designate an activity responsible for maintaining a repository of all subordinate command **MOAs/MOUs**. Identify this activity to HQ USARPAC (APLG-PM). The repository will assign identification numbers to **MOAs/MOUs**. Identification numbers are constructed using the subordinate command's acronym and a serial number (e.g., **USARAK-001**), which are annotated on each page at the top right corner of the **MOA/MOU**.

(2) Prepare, coordinate, and finalize subordinate command **MOAs/MOUs**, which should be initiated by the subject matter proponent. Or, if the subject matter proponent determines that the **MOA/MOU** requires signatures at the major command level (see **para 4j(2)**), forward a draft **MOA/MOU** to HQ USARPAC (APLG-PM).

(3) Comply with applicable terms and conditions contained in **MOAs/MOUs**. Inform the HQ USARPAC **MOA/MOU** staff proponent of circumstances which prevent compliance or of noncompliance by other parties after attempts to resolve differences have failed.

(4) Review **MOAs/MOUs** at least triennially and update as necessary to ensure that provisions are appropriate and current.

(5) Provide a copy of each final, signed **MOA/MOU** to the designated subordinate command repository, to the activity responsible for preparing and updating **ISAs**, and to other affected activities.

#### 4. **POLICIES AND PROCEDURES.**

a. Policies and procedures in **DODI 4000.19**, **AR 25-50**, and this regulation apply.

b. **MOAs/MOUs** document mutually agreed to guidelines within which **ISAs** are developed if support is provided on a recurring basis. The **MOA** designation is used for conditional arrangements; the **MOU** for unconditional arrangements. See the terms in the glossary. Examples of when **MOAs/MOUs** may be appropriate follow:

(1) Arrangement/relationship that is not already directed by regulation or other directive.

(2) Joint projects requiring delineation of responsibilities.

(3) Support is provided on a nonrecurring basis.

(4) Agreements/understandings with non-Federal entities.

c. **MOAs/MOUs** for recurring support will not be written in lieu of **ISAs**. Usually, for recurring support, the **ISA** is the only agreement required. The **ISA** is preferred over the **MOA/MOU** because it contains detailed support arrangements in a standardized format and estimated reimbursable costs of support.

d. If appropriate, under DFAS-IN Reg 37-1, use the DD Form 448 in lieu of **MOAs/MOUs** for one-time, limited scope requirements for services. This funding document is excluded from the provisions of this regulation.

e. Prepare **MOAs/MOUs** in the format under AR 25-50, paragraph 2-6. A sample **MOA/MOU** is at enclosure 1 to appendix B. **MOAs/MOUs** should not reiterate provisions already directed by regulations; e.g., base support of Army tenants. Cover implementing details and procedures in an ISA executed at the installation level if it involves recurring support.

f. **MOAs/MOUs** are normally prepared between commands, agencies, or activities of equivalent level; e.g., major command to major command. **MOAs/MOUs** should not be written between a headquarters and its subordinate element. Use a directive in the form of a regulation or memorandum.

g. **MOAs/MOUs** are signed by the Commanding General (CG), Deputy Commanding General (DCG), Chief of Staff (CofS), or someone with "FOR THE COMMANDER" signature authority. The **MOA/MOU** proponent will make this determination. **MOAs/MOUs** are signed by signatories with equivalent titles.

h. **MOAs/MOUs** are not used to obtain reimbursable materiel and services from non-Federal sources. Process these acquisitions by the supporting contracting officer or International Merchant Purchase Authorization Card (IMPAC) card holder.

i. Before executing an **MOA/MOU**, coordinate with the appropriate **MOA/MOU** repository to determine if an **MOA/MOU** already exists with the other command, agency, or activity. As a general rule, not more than one **MOA/MOU** will be executed by HQ USARPAC staff offices and subordinate commands with another command, agency, or activity. Exceptions due to security classification, uniqueness of situation, provisions or relationship, etc., are reviewed on a case-by-case basis by the appropriate command repository. The **MOA/MOU** proponent should decide whether to amend/revise the existing **MOA/MOU** or to prepare a separate **MOA/MOU**.

j. Coordinate **MOAs/MOUs** as follows:

(1) HQ USARPAC staff offices. Coordinate **MOAs/MOUs**, as a minimum, with the G4/DCSLOG, DCSRM, SJA, and IG. Coordination is required before coordination with external commands, activities, and agencies or signature by the CG, DCG, CofS, or other HQ USARPAC signatory.

(2) Subordinate commands. As a minimum, coordinate **MOAs/MOUs** with the activity designated to maintain the **MOA/MOU** repository, SJA, IG, and the respective resource manager. If the originator determines that the subject matter warrants finalizing and signing the **MOA/MOU** at the major command level, the subordinate command will forward a draft **MOA/MOU** to HQ USARPAC (APLG-PM). Examples of when this may be necessary are **MOAs/MOUs** that involve transfer of missions and resources with non-USARPAC organizations or umbrella **MOAs/MOUs** that affect/cover more than one USARPAC subordinate command. In these instances, the subordinate command should forward a draft **MOA/MOU** to HQ USARPAC (APLG-PM) for completion at the major command level.

k. USARPAC subordinate commands will establish and maintain **MOA/MOU** data bases. While copies of subordinate command **MOAs/MOUs** are not required by HQ USARPAC, submit a copy of the updated data base semiannually to HQ USARPAC (APLG-PM) by 30 April and 31 October. Copies of specific **MOAs/MOUs** may be requested by HQ USARPAC on an as-needed basis.



MEMORANDUM OF AGREEMENT OR UNDERSTANDING  
BETWEEN  
U.S. ARMY, PACIFIC  
AND  
U.S. ARMY MATERIEL COMMAND

SUBJECT: Sample Format of a Memorandum of Agreement or Understanding  
(Place subject at top left of each subsequent page)

1. References. List the references that are directly related to this agreement.
2. Purpose. State in a few words the purpose for this agreement.
3. Problem (if applicable). Present a clear, concise statement of the problem, to include brief background information and/or assumptions.
4. Scope. Add succinct statement(s) regarding applicability and/or specific area(s) of agreement/coverage.
5. Understandings, agreements, support, and resource needs. List the understandings, agreements, support, resource needs, and responsibilities of and between the signatories.
6. Effective Date, Review, and Termination (sample provisions).
  - a. This agreement will become effective upon date of last signature. It **will** remain in effect until revised/superseded or terminated in writing.
  - b. This agreement will be reviewed triennially or sooner if changing conditions or circumstances warrant ensuring that its terms, provisions, and intent are current.
  - c. This agreement may be terminated upon mutual written agreement of the signatories or unilaterally by either signatory following receipt of 180-day written termination notice.
7. Supersession (if applicable). This agreement supersedes the **MOA/MOU** between USARPAC and AMC dated \_\_\_\_\_

FOR USARPAC

FOR AMC

\_\_\_\_\_  
(Signature block)

\_\_\_\_\_  
(Signature block)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## JOINT INTERSERVICE REGIONAL SUPPORT GROUPS

1. PURPOSE. To establish policies, responsibilities, and procedures regarding participation in local JIRSGs.

2. SCOPE. There are six JIRSGs in the Pacific Command as designated by DODI 4000.19. These JIRSGs and their responsible components are as follows:

<u>Area</u>	<u>Component</u>
Alaska	Pacific Air Forces
Guam	Pacific Fleet
Hawaii	U.S. Army, Pacific
Korea	Eighth U.S. Army
Japan (mainland)	Pacific Air Forces
Okinawa	Marine Forces Pacific

3. OBJECTIVE. Achieve increased quality, economies, and efficiencies of scale by:

a. Facilitating communication and cooperation and sharing innovative ideas, information, and solutions.

b. Preventing or eliminating unnecessary duplication of facilities/capabilities and overlapping functions among Service components.

c. Determining optimum arrangements and amount of resources required to support DOD activities located in a particular geographic area.

4. RESPONSIBILITIES.

a. HQ USARPAC G4/DCSLOG. Establish policies, responsibilities, and procedures. Provide command oversight. Staff JIRSG studies and other JIRSG actions, as appropriate, with affected component headquarters and Federal agencies. Negotiate resolutions to problems, if any, among affected components and agencies; forward to higher headquarters, if necessary.

b. 25th ID(L) & USARHAW. Chair, support, and publicize the Hawaii JIRSG and the Hawaii JIRSG Installation Commanders Council.

c. 25th ID(L) & USARHAW, USARAK, and USARJ (10th and 17th ASGs).

(1) Support and actively participate in local JIRSG initiatives to achieve economies and efficiencies of scale. For example:

(a) Regionalize/consolidate in-house operations and service contracts.

(b) Encourage establishment of and participation in permanent cross-service functional working groups to meet periodically to discuss common problems and exchange innovative ideas, information, and solutions; e.g., recycling, maintenance, education and training, and police services.

(2) Provide representatives to **JIRSGs** and associated study/functional groups.

(3) Provide assistance to **JIRSGs** within capabilities; e.g., management study and cost analysis expertise.

## 5. POLICIES AND PROCEDURES.

a. Conduct JIRSG activities in accordance with **DODI 4000.19, USCINCPACINST 4000.2N**, and this regulation.

b. **JIRSGs** do not have command authority; they make recommendations only. Approval and implementation of recommendations are the responsibility of participating commands.

c. Complete Hawaii JIRSG studies/initiatives as soon as practicable to preclude JIRSG conclusions and recommendations based on dated information.

d. Submit unresolved study problems of the Hawaii JIRSG, with recommendations, to HQ USARPAC (APLG-PM) for resolution. Document and include positions of participating commands.

e. For each completed Hawaii JIRSG study/initiative, prepare a one-time summary of implementing actions taken, or to be taken, and actual or projected cost avoidance and budget savings (this requirement does not apply to status quo recommendations). Report the summary at the JIRSG meeting and attach to the minutes of that meeting.

f. When correspondence is received directly from higher headquarters, provide a copy to HQ USARPAC (APLG-PM). Submit all responses through HQ USARPAC (APLG-PM).

# GLOSSARY

## Section I. ACRONYMS

9th RSC	9th Regional Support Command
9th TSC	9th Theater Support Command
10th ASG	10th Area Support Group
17th ASG	17th Area Support Group
25th ID(L) & USARHAW	25th Infantry Division (Light) and U.S. Army, Hawaii
196th Inf Bde	196th Infantry Brigade
APLG-PM	Logistics Programs Management Division, Office of the G4/DCSLOG, HQ USARPAC
AR	Army Regulation
ASA(FM&C)	Assistant Secretary of the Army for Financial Management and Comptroller
CG	Commanding General
CofS	Chief of Staff
DCG	Deputy Commanding General
DCSRM	Deputy Chief of Staff for Resource Management
DD	Department of Defense
DFAS-IN	Defense Finance and Accounting Service, Indianapolis
DOD	Department of Defense
DODAAC	Department of Defense Activity Address Code
DODI	Department of Defense Instruction
DRIS	Defense Regional Interservice Support
e.g	for example
G4/DCSLOG	G4/Deputy Chief of Staff for Logistics
HQ	headquarters
IA	International Agreement
IG	Inspector General
IMPAC	International Merchant Purchase Authorization Card
ISA	Intra/Interservice Support Agreement
JIRSG	Joint Interservice Regional Support Group
MIPR	Military Interdepartmental Purchase Request
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
POC	Point of Contact
RM	Resource Manager
SAM	Support Agreements Manager
SBC	Service Based Costing
SJA	Staff Judge Advocate
USAG-HI	U.S. Army Garrison, Hawaii
USARAK	U.S. Army Alaska
USARJ	U.S. Army Japan
USARPAC	U.S. Army, Pacific
USCINCPACINST	U.S. Commander in Chief, Pacific Instructions
USPACOM	U.S. Pacific Command

## Section II. TERMS

Base support. The term base support includes base operations support (BOS) and real property maintenance (RPM). BOS includes traditional base operations support (BASOPS), family programs, environmental programs, audio-visual, and base communications; it does not include long haul communications. RPM includes the maintenance and repair of real property and minor construction.

Defense Regional Interservice Support (DRIS) Program. The DRIS Program promotes intraservice, interservice, interdepartmental, and interagency cooperation and support to improve effectiveness and economy of operations by eliminating duplicate support services among DOD components and non-DOD federal agencies without jeopardizing mission accomplishment. Its objective is achieved through the use of JIRSGs and agreements, both ISAs and MOAs/MOUs.

Intra/Interservice Support Agreement (ISA). A formal agreement to provide recurring base support to another DOD or non-DOD Federal activity. ISAs are recorded on DD Forms 1144. They define the support provided by one supplier to one or more receivers, specify the basis for calculating reimbursements, establish the billing and reimbursement process, and specify other terms and conditions.

International Agreement (IA). An agreement that is concluded with one or more foreign governments (including their agencies, instrumentalities, or political subdivision) or with an international organization.

Joint Interservice Regional Support Group (JIRSG). A group comprised of representatives from DOD activities in a designated geographical region who meet regularly to share innovative ideas and seek opportunities for improving mission quality, efficiency and effectiveness through the use of ISAs, joint consolidation/regionalization studies and other cooperative efforts.

Memorandum of Agreement (MOA). Memorandum that defines general areas of conditional agreement between two or more parties -- what one party does depends on what the other party does; e.g., one party agrees to provide support if the other party provides the materials.

Memorandum of Understanding (MOU). Memorandum that defines general areas of understanding between two or more parties -- explains what each party plans to do. However, what each party does is not dependent on what the other party does; e.g., does not require reimbursement or other support from receiver.

Recurring (as in "recurring" base support). Support that occurs or comes up again or repeatedly. For ISA purposes (use of ISA format for recurring support vice MOA/MOU or MIPR), support is projected to be provided more than three times per year over 2 years or more. This is not an absolute rule. The SAM should use his or her discretion in determining the type of agreement to use for each situation.